

## **FINANCIAL MANAGEMENT ANALYST (123-04)**

**SALARY: \$48,776.00 - \$68, 868.80 annually, plus liberal fringe benefits**  
***Management Category IV***

### **THE POSITION**

This is responsible professional budgeting and management analysis work of considerable difficulty performing budget monitoring, forecasting and control work, operational analysis of departments, internal auditing and related fiscal and internal control reviews in the Office of Management and Budget.

Employees in this class conduct in-depth administrative and operational studies; develop and perform statistical and research studies; advise departments on budget problems, policies and procedures and assist them in the maintenance of proper budgetary controls; prepare special financial and budget reports; and participate in a wide variety of related complex special assignments and projects. Work also includes examining and evaluating management activities to help ensure the reliability and integrity of information; compliance with policies, plans, procedures, laws and regulations; the safeguarding of assets; the economical and efficient use of resources; and the accomplishment of established goals and management objectives. Work requires close attention to detail and a high level of analytical ability in order to provide input in the formulation of the City's budget, and in identifying areas of concern or areas that can benefit through consolidation or the improved use of technology. Employees must be proficient in the use of appropriate computer spreadsheet programs and have the ability to analyze spreadsheets and financial data.

Work is performed with considerable initiative and independent judgment and is reviewed by periodic conferences, general observations, reports, and results obtained.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Possess a Bachelor's degree from an accredited college or university with major course work in accounting, finance, statistics, economics, business or public administration, or other appropriate field.
2. Possess at least three (3) years of responsible professional experience in budgeting, accounting, or auditing, or in performing related fiscal or management analysis work. Governmental experience in the above-noted areas is preferred. A Master's degree in an appropriately related field may be substituted for one (1) year of the required experience.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE:** ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.

### **HOW TO APPLY**

**Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance.** Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

PLM:11/07/05:Ann#48-123-04  
PLM:04/09/06:SalChg  
Medical Group III

**FINANCIAL MANAGEMENT ANALYST**

**CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE  
FOR  
FINANCIAL MANAGEMENT ANALYST (123-04)**

This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible as your responses will be rated as to how they relate to the position to be filled. Please type or print legibly as your supplement responses that are not legible will be difficult to evaluate completely and fairly.

**Do not use more than one sheet to respond to each question!**

(We are looking for specifics, not quantity.)

- 1) Describe your experience in preparing an annual operating budget including formulation and the execution of budgetary policies and procedures.
- 2) Describe your experience with conducting revenue and expenditure forecasts.
- 3) Describe your experience in financial and operational analysis of organizational structure, management systems and manpower staffing.
- 4) List your experience with financial analysis software. List the name of the software, the purpose of the analysis and the outcome.
- 5) Describe your experience in giving presentations to committees, employee groups, etc. Please indicate the kind of group and the nature of the presentation.

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date